

Team Training Program
Secondary Transition Mentoring Project/College and Career Readiness Team Training
Grant Name: 2016 IDEA – STMP–CCRTT Year 1
Funding Source: Individuals with Disabilities Education Improvement Act (IDEA)
Non-Competitive: Pre-Selection Required

REQUEST FOR GRANTS (RFG) Abridged

Introduction

Arizona's State Performance Plan and Annual Performance Report, as required by the U.S. Department of Education, Office of Special Education Programs (ED/OSEP), are focused on improving the implementation of IDEA Part B using a results-driven accountability (RDA) framework to positively impact graduation (Indicator 1), drop-out (Indicator 2), quality of transition components in the IEP (Indicator 13), and post-school outcomes (Indicator 14).

Purpose

The Special Projects STMP/CCRTT team is extending an invitation for eligible teams to participate in the revised and enhanced highly effective team-training program, Secondary Transition Mentoring Project/College and Career Readiness Team Training (STMP/CCRTT) to help eligible local education agencies (LEAs) provide all students with the competencies they need to become prepared for careers, engaged both socially and emotionally, and equipped to become lifelong learners. As a result of these intensive face-to-face trainings over a two-year period, teams of specially selected educators will develop skills and engage in activities in multi-tiered instruction and interventions, effective collaboration between stakeholders, and data-based decision making and action planning at the student, classroom, and school levels. Additionally, teams will gain an understanding of how other Arizona schools have overcome barriers to their success by building professional networks with colleagues from around the state.

Annual Program Cycle

July 1–June 30

Grant Submission Deadline

TBD

Outcomes and Commitments

Training Outcomes, Year 1	Team Commitments
<p>Team success will be evaluated based on:</p> <ul style="list-style-type: none"> A strong functioning school team and collaboration between all school staff to promote positive post-school outcomes. Understanding of strategies to develop students' interpersonal competencies (e.g., assertiveness), cognitive competencies (e.g., content knowledge and learning schema), and intrapersonal competencies (e.g., self-awareness). Knowledge of how to implement evidence-based College and Career Readiness (CCR) constructs (e.g., data-based decision making, multi-tiered supports, and collaboration). Ability to use multiple data sources (classroom observation, least restrictive environment, competency measures, demographic data, academic data, graduation rates, post-school outcome data, and dropout rates) to make decisions at the student, classroom, and school 	<p>Each team member shall sign a memorandum of agreement (MOA) at the beginning of the training year that pledges his or her commitment to:</p> <ul style="list-style-type: none"> Attend and fully participate in all trainings and team activities, which include arriving on time and staying until the end of each session. Provide relevant data upon request. Create, implement, and evaluate an ongoing action plan. Complete accountability activities. Schedule and participate in planning meetings and on-site training activities. Disseminate information gained at trainings to staff members.

levels.

- Ability to jointly develop and self-monitor team action plan activities that promote student competencies.
- Implementation of multi-tiered instruction and interventions to improve college and career readiness.

Team Membership Requirements

Minimum grant-funded members per team:	3
Maximum grant-funded members:	5
Locally funded member ¹ (optional):	Up to 4

Team Membership: Charter School	Team Membership: District
<p>CHARTER SCHOOL TEAMS should have three to five staff members who work with students with IEPs. with required participation by the following school personnel:</p> <ul style="list-style-type: none"> ▪ School administrator or special education administrator or designee ▪ High school transition coordinator/specialist or special education teacher ▪ General education teacher, CTE teacher, or guidance counselor 	<p>DISTRICT TEAMS should have up to five staff members representing district secondary schools with required participation by the following district and/or school personnel:</p> <ul style="list-style-type: none"> ▪ District administrator or special education administrator or designee ▪ High school transition coordinator/specialist or special education teacher ▪ General education teacher, CTE teacher, or guidance counselor
Team Membership: High School within a District	Team Member Exceptions
<p>HIGH SCHOOL TEAMS WITHIN A DISTRICT (with a large special education population) should have up to five staff members who must be part of the on-site high school staff and include:</p> <ul style="list-style-type: none"> ▪ School administrator or special education administrator or designee ▪ Transition coordinator/specialist or special education teacher ▪ General education teacher, CTE teacher, or guidance counselor 	<p>If the structure of your high school system does not fit one of these outlines, and you have questions about your high school's participation in the training, please contact Jeannette Zemeida at 602-542-3855 or Jeannette.Zemeida@azed.gov.</p> <p>The basic team composition for each group must be maintained throughout the two years of formal training.</p> <p>Once the first training starts, team member replacements will not be permitted without prior approval from the STMP/CCRTT training coordinator.</p>

2015–2016 Training Schedule and Venues

A schedule of training sessions and venues follows. It is the responsibility of the LEA to arrange the team's lodging by the hotel's registration deadline, but ADE/ESS will ensure that rooms are available. The hotel registration deadlines will be shared with the teams before the first training session. When you make the lodging arrangements, remember to reference the training and request the state rate. The grant will not pay the difference for rooms when you do not request the state rate or for penalties when the hotel registration deadline is missed.

Arizona's Fifteenth Annual Transition Conference	
Training Dates	Venue and Daily Routine
August 24–26, 2015 [M–Th]	<p>Talking Stick Resort 9800 E. Indian Bend Rd. Scottsdale AZ 85250 866-877-9897 http://www.talkingstickresort.com/</p> <ul style="list-style-type: none"> ▪ Sunday early registration 4:300 p.m.–6:00 p.m.

¹ A team member who is funded by another funding source has the same status, expectations, and commitment as the grant-funded team members. All grant and training requirements that pertain to grant-funded team members also pertain to members whose expenses are paid by another funding source.

- Monday registration: 8:00 a.m.
- Monday sessions: 9:00 a.m.–5:00 p.m.
- Tuesday sessions: 8:15 a.m.–5:00 p.m.
Expected attendance at Tuesday reception from 5:00 p.m.–6:00 p.m.
- Wednesday: 8:15 a.m.–12:15 p.m.

STMP/CCRTT	
Training Dates	Venue and Daily Routine
October 27–28, 2015 [Tu–W] January 12–13, 2016 [Tu–W] April 26–27, 2016 [Tu–W]	<p>Four Points by Sheraton 10831 S. 51st St. Phoenix, AZ 85044 480-893-3000</p> <p>All training events will follow this daily routine: Tuesday 7:30 a.m., breakfast & registration/sign in 8:00 a.m.–4:00 p.m., training sessions</p> <p>Wednesday 7:30 a.m., breakfast 8:00 a.m.–3:00 p.m., training sessions</p>

Grant Funding

The grant will provide funding for eligible teams to participate in the training as long as:

- Federal IDEA funds are available to support this program; and
- The LEA and the participating team(s) maintain their commitments, which are outlined in this document, in the Assurances found in the online funding application, and in the memorandum of agreement (MOA) that will be signed by the team on the first training day.

Funding Restrictions

This grant does not allow the following:

1. Carryover of funds from year to year is not allowed.
2. 6700–Property (Capital Outlay) [for school districts only]
3. 0190–Capital Outlay [for charter schools only]

Funding Allowances and Budget Examples

Consider the following list of items that may be purchased with this grant's funds when planning and developing the budget. Budget examples are at the end of each item to show the correct standard budget format.

Substitute Teachers

Substitute teacher costs and employer-related benefits, if applicable, at the district or charter school rates for:

- A teacher who is attending the three-day Fifteenth Annual Transition conference scheduled on school days.
- A teacher who is participating in the six team-training days scheduled on school days.
- Teacher travel days, if necessary (contact the IDEA capacity-building grant coordinator before including this expense in your budget (see Contacts for Assistance, Grant Issues, at the end of this document).

Off-Contract Pay

Off-contract time at the LEA's rate not to exceed \$150 per day (\$25 per hour for a six-hour training day) for team members who must use personal time to attend trainings scheduled on off-school days.

Training Program Registration Fee

The training registration fee based on the number of grant-funded team members and the number of training days.

Registration Fee Breakout

- One member = \$1,200
- Two members = \$2,400
- Three members = \$3,600

- Four members = \$4,800
- Five members = \$6,000

All registration fees include:

- Breakfast, lunch, and break refreshments on training days
- Notebooks and material that are aligned with training content and distributed in the trainings

Six hours of continuing education units (CEUs) will be given to every team member for participating on each training day.

Fifteenth Annual Transition Conference Registration Fee
\$325 per person

Travel Costs

Mileage, lodging, and meals for a team whose district or school is located a minimum of 51 miles from the training site.

6910–Indirect Cost Recovery

Indirect costs at the LEA's approved indirect cost rate and county-approved indirect cost rate, if they are applicable, are allowed with this grant funding. If approved rates are available at the time of the grant submission, the GME will automatically calculate the indirect cost amount; but the applicant must manually type it in the appropriate cell within the budget in order to add it to the total grant amount. If indirect cost rates are not available, a web-approved grant may be amended later to include indirect cost at the approved rate. If the LEA has an approved indirect cost rate that has not been loaded into this grant, contact Grants Management to request that the indirect cost rate be added to the grant (see Contacts for Assistance, GME Technical Assistance, below). No other administrative costs are allowed.

Team Registration and Purchase Orders

Team registration will be handled through an STMP/CCRTT training registration site. Information on the registration process will be provided to the accepted team at a later date. However, a team must have a purchase order (PO) on file with ADE/ESS prior to the first session even if the grant has not yet received web approval.